



GOLDEN OAK ADULT SCHOOL/HART DISTRICT CCR  
SYLLABUS/COURSE ORIENTATION

**Project Management 1A – Fall 2017**

Class to be held at: Golden Valley High School Room 518

Monday & Wednesday 3:30-6:30 Aug 14 - Dec 6, 2017

or

Tuesday & Thursday 5:00-8:00 Aug 15- Dec 7, 2017

**TEACHER: Summer O'Brien, Phone: 661 312 3570 Email: [skobrien@hartdistrict.org](mailto:skobrien@hartdistrict.org)**

This syllabus has been prepared to communicate the expectations, course content, course requirements, policies, and any other information that will give you the opportunity to achieve and have a positive learning experience. Please read it carefully. If you have questions about this information or the course, please contact me personally.

### **Introduction of Course**

The course will identify how projects are initiated from the onset using the PM five stage cycle and how to plan a project in detail while learning how to use innovation-producing project methods. Students are expected to demonstrate knowledge of the components of effective project management by focusing on real world problems and processes whose solutions provide better, faster, less expensive, more efficient methods of project delivery. Students will demonstrate an understanding of the roles of project management in business growth and its importance. Students will prepare for the Certified Professional Management Associate (CAPM) exam as a useful tool for obtaining employment and demonstrate the ability to manage projects effectively and efficiently in a wide-range of occupations using critical thinking skills during group and individual assignments.

\*This class is recognized by the Project Management Institute (PMI) as a Registered Educational Provider and meets the exam registration PMI class requirements. The Class fee includes one year membership, Los Angeles PMI Chapter.

### **Course Outline**

- BMBOK Guide
- Career Readiness
- Final Project
- Guest Speakers
- PMI Chapter Modules
- Practice Project
- Practice Test
- Process Groups and Body of Knowledge
- Prepare Students for the CAPM® Project Management Exam
- Project Management
- Project Management Careers
- Project Management Roles
- Project Management Terminology

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### Course Outline Continued

Project Management Vocabulary

Types of Projects

The Five Stages of the Project Management Cycle

- 1: Project Initiation
- 2: Project Planning
- 3: Project Execution
- 4: Project Monitoring/Controlling
- 5: Project Closure

### Course Competencies and Standards

1. Understand project management terminology and vocabulary
2. Demonstrate knowledge and practice of responsible financial management.
3. Practice time management and efficiency to fulfill responsibilities.
4. Estimate the materials needed for a project
5. Plan a project through the 5 processes in the project lifecycle
6. Schedule the sequence of events leading to an project
7. Coordinate various elements in a project
8. Use project management communication processes throughout the project
9. Learn the processes and body of knowledge from Bmbok guide.
10. Prepare and present project

### Classroom Requirements:

Class meets Monday and Wednesday 3:30-6:30. Please note: No Class on Monday, September 4th, Monday, October 2, Wednesday November 22.

Or

Class meets Tuesday and Thursday, 5:00-8:00 Please note: No Class Tuesday Oct 3. Tuesday October 31, Thursday November 23.

### Attendance Policy

Your attendance and participation are important and directly related to your success in this class. In-class projects are assigned at every class session. Perfect attendance is expected. If a student will be late or absent contact the teacher prior to class to excuse the tardy or absence.

### Classroom Management Policy

Students are expected to behave in a professional manner at all times in class. Students are expected to be prepared for all activities – bring book, pen, paper, and other due assignments to class and be courteous and respectful to the teacher and other students.

### Learning Outcomes

Golden Oak Adult School students demonstrate

- Critical thinking and problem solving
- Goal setting skills
- Effective communication
- Global citizenship

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### Academic Dishonesty Policy

Any student involved in academic dishonesty is subject to Zero on the assignment or test.

### Required Materials, Supplies

Each student must have a dedicated classroom notebook. The 3 to 4 inch 3 ring binder will be used to organize notes and handouts, paper, black ink pen. It is recommended to use the book: A Guide to the Project Management Body of Knowledge PMBOK Guide 5th edition. Can be purchased on Amazon new or used. \*Note PMBOK 6th Edition will be out soon.

### Emergency Plan:

In the case of emergency, class will rally in the parking lot outside of the 500 building

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Please sign and return that you have read and understand the Project Management 1A Syllabus/Course Orientation information. Providing phone numbers will facilitate communication if needed. Thank you.

### MULTIMEDIA RELEASE FORM

Student's Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(please print)

I hereby grant to William S. Hart Union High School District, its successors, and those acting under its permission and on its authority the right and permission to copyright, use, publish, display, produce, duplicate, sell and distribute photographic, video, or sound recording reproductions, portraits, or pictures of my student made through any media.

I, \_\_\_\_\_, do consent and grant my permission to all of the above.

Student Name \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Email \_\_\_\_\_ Student Cell Phone \_\_\_\_\_

### *Golden Oak Adult School Mission Statement*

*The mission of Golden Oak Adult School is to meet the educational needs of the community by empowering learners with academic, career, and technological skills, preparing them for post-secondary education, today's changing workforce, and civic and community involvement.*